

INTERNAL PURCHASE FORM

Port St. Lucie High School

1201 S.E. Jaguar Lane

Port St. Lucie, FL 34952



PURCHASE ORDER NO.

In order to avoid delay in payment this number must appear on all invoices, packing slips, shipping notices and correspondence concerning this purchase order.

Direct all inquiries to the buyer named.

This purchase order is not transferable and no condition may be changed except by the buyer.

VENDOR:		P.O. DATE	REQUESTER
			\$
			\$
		P.O. TOTAL	

SHIP TO:

PORT ST. LUCIE HIGH SCHOOL
C/O
1201 S.E. JAGUAR LANE
PORT ST. LUCIE, FL 34952

INVOICES: Unless otherwise indicated, invoices must show item numbers, item descriptions, quantities and units, prices, and P.O. and/or bid numbers and SHALL BE SUBMITTED IN DUPLICATE to the shipping address above.

Florida Sales Tax Exemption Certificate No: 85-8015082026C-5

Federal Excise Tax Exemption Registration No: A-207953

VENDOR: If for any reason your prices have increased more than ten percent (10%) above the prices on this purchase order, you must notify the school of your current prices. We reserve the right to return, at your expense, any goods shipped without our having been notified of price increases.

SUBMIT MATERIAL SAFETY DATA SHEETS FOR SUBSTANCES FOUND ON THE CURRENT FLORIDA TOXIC SUBSTANCE LIST, IN ACCORDANCE WITH FLORIDA STATUTES CHAPTER 422.106

DO NOT SHIP COLLECT PRE-PAY FREIGHT AND ADD TO INVOICE

Line No.	Description	Quantity	Unit Price	Total Price

All items on this Purchase Order must be received within ninety (90) days unless otherwise stated. If shipment cannot be made within this time, the vendor shall advise the School Board of an alternate date which may either be accepted or rejected by the School Board.

FRANCES MILLAR, BOOKKEEPER

This Purchase Order is not valid unless signed.